



I. GENERAL INFORMATION

| | | | | | | | | | | | | | | | |
|---|---------------------|----------------------------------|----------------------|--|------------------------|----------------------------|-----------------------|---|---------------------|--|-----------------------|--|---------------------|--|----------------|
| 1. Name of Library | | | | 2. Public Library System | | | | | | | | | | | |
| 3. First Name of Head Librarian | | 3a. Last Name of Head Librarian | | 4. Certificate Grade | | 4a. Certificate Grade Type | | 5. Expiration Date | | | | | | | |
| 6. Library Street Address | | 6a. Mailing Address (PO Box No.) | | 7. City/Village/Town | | 8. County | | 9. Zip Code + Four | | | | | | | |
| 10. Library Phone Area/No. | | 11. Fax No. Area/No. | | 12. Director's E-mail Address | | | | 13. Library Web Address http:// | | | | | | | |
| 14. No. of Branches <i>See instructions for requested attachments.</i> | | | | 15. No. of Bookmobiles Owned | | | | 16. No. of Other Public Service Outlets | | | | | | | |
| 17. Does Your Library Operate a Books-By-Mail Program <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and a municipality joining to operate a library. Is your library such a joint library legally under <i>Wis. Statute s. 43.53</i> . <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | |
| 19. Hours Open | | | | | | | | | | | | | | | |
| Season | Monday From To | | Tuesday From To | | Wednesday From To | | Thursday From To | | Friday From To | | Saturday From To | | Sunday From To | | Total Hours |
| Winter | | | | | | | | | | | | | | | |
| Summer | | | | | | | | | | | | | | | |
| Effective Date of Winter Hours Beginning | | | | | | | | Effective Date of Summer Hours Beginning | | | | | | | |
| Number of Weeks | | | | | | | | Number of Weeks | | | | | | | |
| 20. Annual Public Service Hours for library and any branches and bookmobiles | | | | | | | | 21. Square Footage of Public Library | | | | | | | |

II. LIBRARY COLLECTION

| | No. of Physical Units | No of Titles |
|--|-----------------------|--------------|
| 1. Books in print added during the year..... | | |
| 2. Serial volumes in print added during the year | | |
| 3. Books in printed owned | | |
| 4. Serial volumes in print owned | | |
| 5. Audio materials..... | | |
| 6. Electronics books | | |
| 7. Databases | | |
| 8. Video materials..... | | |
| 9. Others materials owned Describe | | |
| 10. No. of subscriptions <i>exclude those in electronic format</i> | | |
| 11. No. of current electronic serial subscriptions | | |

III. LIBRARY SERVICES

- #### IV. LIBRARY GOVERNANCE

- [illegible]

V. LIBRARY OPERATING REVENUE*Report operating income only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service** *Only Joint libraries will report more than one municipality here.***Amount**

- a. City _____
 City _____
- b. Village _____
 Village _____
- c. Town _____
 Town _____
 Town _____
 Town _____
- d. Tribe _____
 Tribe _____

Subtotal 1**2. County Appropriation for Library Service**

County

3. State Funds

- a. Public Library System State Funds Description _____
 Description _____
 Description _____

Subtotal 2

b. Public Library System Funds carried forward from previous year.....

c. Other State Funded Programs *Description***Subtotal 3****4. Federal Funds**—Name program, and, if LSTA, show project number

Program/Project No.

Program/Project No.

Subtotal 4**5. Contract Income**—List governmental units, libraries, library agencies, library systems, etc.

a. Public Library System State Funds Description

Name

Name

Name

Subtotal 56. Funds Carried Forward from 2004 *Do not include state aid report state funds from 3b above.*

7. All Other Operating Income.....

8. Total Operating Income *Add 1 through 7*9. What is the 2006 annual appropriation provided by your governing board for your public library? *Joint libraries separately.*10. Do your library's municipality exempt itself from the county library tax for 2005 *Wis. Stats. S. 43.64(2)*☐ Yes☐ No

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources only. Do not report capital expenditures here.***Amount**1. Salaries and wages *Include maintenance, security, and plant operation staff.*2. Employee Benefits *Include maintenance, security, and plant operation staff.*

3. Library Collection Expenditures

a. Print Material

b. Electronic Material

c. Audiovisual Materials

d. All Other Library Materials

Subtotal 34. Contracts for Services from Other Libraries *Include contracts with other libraries municipalities, and systems here. Include service provider.*

Provider

Provider

Provider

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5.*

7. Of the expenditures reported on line 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, AND DEBT RETIREMENT

1. Report capital income and expenditures by source of income. Do not report any expenditures reported above. Provide a brief description of any expenditures.

| Source | Brief Description of Expenditure | Revenue | Expenditure |
|--------------|----------------------------------|---------|-------------|
| Federal | | | |
| State | | | |
| Municipal | | | |
| County | | | |
| Other | | | |
| TOTAL | | | |

2. Debit retirement

VIII. MUNICIPAL INCOME FOR LIBRARY SERVICES*Report annual income received by, or turned over to, your municipality for services provided by your library. Name source.*

Source

Source

IX. STAFF

1. **Professional Listing.** Libraries with 10 or fewer employees report all employees under 1a and 1b below. Libraries with more than 10 employees should list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel only.

a. Employees holding the title of librarian. *Indicate advanced degrees with a check or an X.*

| Name | Position | MLS (ALA) | Other Masters' or Ph.D. | Annual Salary | Hours Worked per Week |
|------|---------------------------|--------------|-------------------------------|------------------|-----------------------------|
| | Director / Head Librarian | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

b. Other Paid Staff. *Include plant operation, maintenance, security, pages, etc. Libraries with more than 10 employees need not complete this section.*

| Position | Hours Worked per Week | Position | Hours Worked per Week |
|----------|--------------------------|----------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Libraries with 10 or fewer employees may go to Section X, Trust Fund Report

2. **Library Staff** full-time equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons holding the title of librarian

FTE

FTE

1) Master's Degree from an ALA accredited program (FTE)

2) Other Master's Degree or graduate degree (FTE)

3) Other persons holding the title of librarian (FTE)

Subtotal

b. All other paid staff *Including maintenance plan operation, and security*

c. Total Library Staff Full-Time Equivalents *Add 2a and 2b*

X. OTHER FUNDS HELD BY THE LIBRARY BOARD AND TRUST FUND REPORT

Report here any funds held by the library board that have not been reported in a previous section. Wisconsin Statutes s. 43.58(7)(d) required that an annual report of trust fund activity be provided to the library board and the Division for Libraries, Technology, and Community Learning. If your library has a trust fund, attach the trust fund report to the print copy of this annual report filed with the division.

Total Amount of Other Funds and Trust Funds at End of Year

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

Amount

1. Of the total 2005 circulation reported for our library from Section III, Line 1, what was the total circulation to nonresidents *See instructions for definition of nonresident.*

Divide our nonresident circulation among the following categories. The total for lines 2 through 6 should equal the number reported in question 1 above.

2. Circulation to nonresidents living in your county

- a. Those with a library
- b. Those without a library
- c. Subtotal

3. Circulation to nonresidents living in another county in your system

- a. Those with a library
- b. Those without a library
- c. Subtotal

4. Circulation to nonresidents living in an adjacent county not in your system

- a. Those with a library
- b. Those without a library
- c. Subtotal

5. Circulation to all other Wisconsin residents

6. Circulation to persons from out of the state

7. Are the answers to questions 1 through 6 based on *Check one.*

☐ Actual Count

☐ Survey/Sample

8. a. Does your library deny access to residents of adjacent public library systems on the basis of Wis. Stats. S. 17(11)(b) *See instructions.*

☐ Yes ☐ No

- b. If yes, do you allow residents in adjacent systems to purchase library cards? ☐ Yes ☐ No

9. Indicate your loan period in days for the following categories of library material

No. of Days

- a. Books
- b. Popular Books/Best Sellers/New Books
- c. Records/CDs/Audiocassettes
- d. Videos

XII. TECHNOLOGY AND YOUTH SERVICES

Technology

1. Does your library have an integrated (automated) system. ☐ Yes ☐ No
 - a. If Yes, what vendor's system do you have? _____
 - b. If Yes, is the system part of a system shared with other librarians? ☐ Yes ☐ No
2. What type of Internet connection do you have?
 - ☐ Dial-up line connection only
 - ☐ Broadband dedicated/leased line connection only (includes cable, DSL, and wireless)
 - ☐ Both dial-up and dedicated/leased line connection
3. Does your library use any type of Internet filtering software or service?
 - ☐ Yes, on all Internet workstations
 - ☐ Yes, on some Internet workstations
 - ☐ No filtering on any Internet workstations
4. Does your library provide wireless Internet access for patron laptops? ☐ Yes ☐ No
 - a. If not, does our library plan to install wireless access within the next year. ☐ Yes ☐ No

Summer Library Programming

5. How many individual children registered for or participated in the 2005 summer library program..... _____
6. How many of the children who participated in the summer library program were not yet in kindergarten, or approximately ages five years and younger. *Please estimate if the library does not have this number.* _____
7. What was the total attendance (children and adults) at children's programs at the library this summer. _____
8. Indicate the name(s) and email address(es) of staff who serves as the children, youth, or teen librarian(s). If the director serves as this librarian, only that name is needed. List only paid staff and do not include volunteers.

| First Name | Last Name | Email Address |
|------------|-----------|---------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Check the statements below that apply to the library. The rezones will help the DLTCL evaluate progress in getting accessible computer workstations into public libraries.

9. ☐ The library has at least one computer cart or table that is accessible to people who use wheelchairs.
 - 9a. ☐ The height on this cart or table can be adjusted.
 - 9b. _____ Total number adjustable
10. ☐ The library has at least one computer workstation with a 19-inch or larger monitor.
11. ☐ At least one workstation has keyboard and mouse cords that are longer than two yards, so that they can be lifted to a tray on a wheelchair.
12. ☐ At least one computer workstation has an alternate input device, other than a joystick. *Check any that apply.*
 - ☐ Trackball
 - ☐ Switch
 - ☐ Other

XII. TECHNOLOGY AND YOUTH SERVICES (cont.)

13. ☐ The library has the following other adaptations on at least one workstation:
- 13a. ☐ Keyboard has oversized keys
 - 13b. ☐ Keyboard keys are Brailled
 - 13c. ☐ Keyboard has colored coded keys
 - 13d. ☐ Keyboard is specifically designed for children
 - 13e. ☐ Braille printer
 - 13f. ☐ Scanner
14. ☐ At least one workstation has software that reads text aloud.
- 14a. Indicate the software used. _____
15. ☐ The library has a web page created using universal design principles so that it is accessible by people who are blind, who use a browser on their home computer. (Illustrations are described, no moving or flashing elements, background is plain rather than patterned, etc.)

XIII. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We hereby assure the Public Library System/Service of which this library is a member and the Division for Libraries, Technology, and Community Learning, Department of Public Instruction that this Public Library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats. 43.15(4)(c)*. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program. [s. 43.15(4)(c)4].
- ☐ In 2005, the library received funding from the library board's governing body at a level not lower than the average of such funding received for the previous three years [s. 43.15(4)(c)5]. **See instructions.**
- ☐ For 2006, the library received funding from the library board's governing body at a level not lower than the average of such funding received for the previous three years [s. 43.15(4)(c)5]. **See instructions.**
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].

XIV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate.

President, Library Board of Trustees Signature



Date Signed

Library Director/Head Librarian Signature



Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. The statement should be sent directly to the Division for Libraries and Community Learning (DLCL), c/o Alan Zimmerman, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

The _____ Board of Trustees hereby states that in 2005, the
(Name of Public Library)

(Name of Your Public Library System/Service)

Check one of the following statement

- ☐ **Did** provide effective leadership and adequately meet the needs of the library.
- ☐ **Did not** provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

CERTIFICATION

The proceeding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

| |
|-------------|
| Date Signed |
|-------------|

